

MEETING ROOM RESERVATION & RENTAL AGREEMENT FORM - BRANCH LIBRARIES

Primary Contact _____ Organization (If applicable) _____

Date of Rental _____ Time Space Needed (Includes set up, event, clean up) _____ Estimated Attendance _____

Phone Number _____ Email Address _____ Mailing Address _____

Title of Program/Purpose _____

AVAILABLE ROOMS, CAPACITIES AND RATES

Rooms may be reserved up to 90 days in advance. Non-profit organizations must provide current 501(c)(3) documentation in advance to receive discounted rate. Fractional hours will be billed as full hours. Meetings cannot begin or end outside of library operating hours.

ROOM	SEATING CAPACITY	REGULAR RATE	NON-PROFIT RATE	HOURS NEEDED	TOTAL FEE (\$)
Diamond Hill/Jarvis Meeting Room	50	\$35/hour	\$15/hour		
East Regional Conference Room	10	\$35/hour	\$15/hour		
East Regional Meeting Room	100	\$35/hour	\$15/hour		
Ella Mae Shamblee Conference Room	10	\$35/hour	\$15/hour		
Ella Mae Shamblee Meeting Room	100	\$35/hour	\$15/hour		
Northwest Meeting Room	80	\$35/hour	\$15/hour		
Southwest Regional Meeting Room	90	\$35/hour	\$15/hour		
Summerglen Meeting Room	60	\$35/hour	\$15/hour		

SET UP & EQUIPMENT NEEDS

Tables, chairs and other equipment are available on a limited basis. The Library does *not* set up tables or chairs. Using the Library's audio/visual equipment requires prior approval. List your room needs and the Coordinator will confirm availability.

Tables (Approximate total) _____ Chairs/Seating _____ Sound (Includes microphone, overhead music, etc.) _____

Internet Access _____ Other (If not listed) _____ Visual (Includes projector, DVD player, etc.) _____

If you need Internet Access, do you have a current Fort Worth Library card? _____ Have you already viewed the room you want to rent? _____ If not, would you like to schedule a site visit? _____

PAYMENT & ADDITIONAL INFORMATION

The Library must approve your requested date at least **72 hours in advance of the event**. Reservations made on a first come, first served basis. Reservations not final until confirmed; full payment and signed Rental Agreement required. Renters are not permitted to use meeting rooms to sell any products or services, present any information that may lead to such sales at a later time, or raise funds, except for the Library. *Note: returned checks charged \$25.00 and room damages charged actual cost, or \$50.00 minimum fee.* Credit/debit cards are not accepted. Cash, checks or money orders accepted. Make payable to: **The Fort Worth Library**

AFTER-HOURS USAGE

The only branch library offering rooms for after-hours meetings is Shamblee. For all groups, the rate for these rooms is \$80 per hour. Renters also must provide their own security. For more information on after-hours meetings at Shamblee, please call 817-392-5580.

AGREEMENT

I, the undersigned, representing the organization listed above, do hereby state that I understand and agree to the meeting room policies and charges that govern the use of the requested room of the Fort Worth Library. I understand that the organization I represent is responsible for any and all damages done, cleaning required to the room and/or any equipment used during the meeting. I understand that this reservation is not guaranteed until confirmed by the hosting library. I am submitting payment equal to the estimated fee in the amount of \$ _____.

Signature			Date	
Office Use Only	Staff:	Payment Method:	Date Received:	Confirmation Sent:

Bring payment & form to the branch library where you wish to meet.

www.fortworthlibrary.org